SSIS Mentor Meeting Minutes

January 28, 2008—VPC-23 sites

Topic	Discussion	Action Item
Welcome	Maureen welcomed all site attendees. Thanks to all of the site facilitators. Please fax, email or mail the attendance records. SSIS enters the information into TrainLink giving credit for attending. Please complete the electronic meeting evaluations being sent out this afternoon. Maureen appreciates your feedback to provide the most effective meetings.	
SSIS update **Maureen Zinda**	1.) Thanks to Washington, Scott, Hennepin and Itasca counties for their work as pilots of Version 5.0. They are all working very hard to test and send out the best release. 2.) Version 5.0 release schedule—**updated to end of February as of February 11th.** 3.) Version 5.1 Pilot anticipated to start early spring and will include: Adoption-County and State, CMHRS, and Claims Replacements and Resubmissions. Statewide release is anticipated in late spring. 4.) Next Worker Mentor meetings are 5/7/08 and 7/29/08, both in St. Cloud at the Holiday Inn. 5.) Reports from Edie Johnson, SWNDX Coordinator, are available or have been sent out to affected counties: a. Report # 470, Clients Age 10 and Under as Offenders in Intakes or Workgroups Where the Victim is Age 18 or Older. Additional details can be found in Project Update, Issue 254. We are asking counties to clean up these SWNDX errors **by the end of February**. Email SSIS.SWNDX@state.mn.us for a copy of your county's report or if you have questions. b. Also there is an issue about clients who are cleared to SWNDX as unknown names or fabricated names. Edie will send your report if you email or call her. Edie will review SWNDX regularly and if there is nothing attached to those client's names, that person's status will be changed to Uncleared Client-Do Not Clear. Edie will not contact counties when this change is made.	**Upcoming Release Schedule** **Date sensitive information !!**
SSIS Update	6.) Another reminder was included in the Project Update Issue 253 regarding the results of maltreatment determination appeal reversals not being entered into SSIS timely. It is important to have a process for the recording of these appeals in SSIS by the person who receives and files the determinations. 7.) Scent-free policy upheld by DHS applies to training labs and mentor meeting sites. Thanks. 8.) Maureen went through some of the enhancement reports for this last quarter that will be included in Version 5.0. All of these enhancements will be included in the Release Notes when Version 5.0 is released statewide.	

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SSIS Training Update-Lisa Litchfield	1.) Tools for Management training for Directors isMarch 5th in Brainerd. Register on TrainLink 2.) SSIS New Worker Training (NWT) and CP Training now require the completion of all three Computer Based Training (CBT) programs and provision of the certificates at the time of training. Ask your coordinator or mentor about this process. 3.) Version 5.0 Release and Rule 5 training handouts and modules will be on the web by Statewide Release.	
SSIS Training Update-Lisa Litchfield	4.) The folder previously called Placement/Location/Absences is now called Permanency in anticipation of Adoption changes. 5.) There was a bug on the Time to Contact with Victim/Other Report. It was not calculating the average time correctly for contacts with "other". It has been fixed for Version 5.0. 6.) There is a new field on the Continuous Placement record—It asks the question: Is the sole reason for this placement the child's disability? Yes or No. It defaults to No. One of the mentors asked how this is different than the Removal Conditions field on the Continuous Placement screen that asks for the Primary Removal condition of Child's disability. Isn't this duplicate entry? **Ans:** The State of MN requires per Mn.Statute 260C.212 Subd. 9, that we track on the "only" reason for placement as well as the Primary or Main reason and that we report exactly the number of children who are placed solely due to their own disability. The Removal conditions screen allows the worker to check all conditions that apply and select one as the primary reason for placement not the "sole reason." The "sole reason" for placement is seen as verification if the primary condition for placement was Child's disability (i.e., no abuse or neglect). The additional question on the placement screen is the only way we can be sure we are reporting the correct number of these children in care. 7.) Version 5.0 functionality allows for the entry of staff activity for BRASS service 293-Child Care Case Management to be non-workgroup specific. This change was made to accommodate MEC^2 counties needing to report time without requiring those clients to be entered into SSIS. If Child Care Case Management is included in your Income Maintenance time study, do not record this time in SSIS. For more details, see Fiscal Flyer #52.	

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<tr><th>Topic</th><th>Discussion</th><th>Action Item</th></tr>
<tr><td>Other questions</td><td>1. Can Citizenship information be included in the MAXIS interface to SSIS? Ans: Not at this time. Also, many of the children in placement don’t have MAXIS records for IV-E and MA. An enhancement request will be entered for future.
2. Statewide Case Access
--Can letters be copied?
Ans: Yes.
--Would you ask for each WG that you want access to or the whole case? Would each WG need to have an approval from the sending county?
Ans: When there is a request for a workgroup, all of the workgroups in a case are then sent to the approving county's Approval Log to be <u>individually</u> approved. Counties can deny access to a CD or MH workgroup, or to any workgroup they think isn't pertinent to the request. Requesting workers will be able to see the 'denied' workgroups in a case, but won't have access beyond the workgroup face sheet. (This is no different than looking at workgroups in their own counties - if they don't have access they can see that the workgroup exists, but only have access to the workgroup face sheet.)

If the requesting county has the client(s) sign a Release of Information for the CD and/or MH workgroups, they can send (most likely fax it) it to the approving county and re-request the workgroup(s). Or they can ask the approving county to change the access from Denied to Approved when they send the release. This can be done in the Statewide Access folder under the Staff Assignments folder directly in the workgroup without re-requesting. A new Reminder is then automatically generated for the requesting worker.</td><td></td></tr>
<tr><td>Version 5.0 Claim categories</td><td>Lexie Kjos led the audience through all of the <u>Claim Categories</u> in Version 5.0 and included the entry requirements and the business rules.
There was one clarification during the presentation on page 11 on MH-TCM that indicated the clients had to be under 65. Clarification: There is no age limit to MH-TCM. There is however, an edit if the client is in an IMD on or before the 1st of the month. The client’s age as of the 1st of the month must be less than 21 or older than 64 for this situation. There is also an edit for method of contact for <18 year olds for face-to-face.</td><td></td></tr>
<tr><td>VA/CEP</td><td>Rebecca Laisy gave helpful hints and a review of VA/CEP business rules and navigation. The <u>CEP report handout</u> is valuable for worker reference.
Reminder: Please don’t fax the hard copy of the CEP to DHS-Adult Policy staff effective 1/1/08.

Question: What should we do with the Closed APS Intakes that we have already done from January 1st to the current when we get Version 5.0?
Ans: Watch for a Project Update on this process before the statewide version is released.</td><td></td></tr>
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Statewide Case Access	Pat Jacobson presented the rules and responsibilities for this new function in SSIS. This process will allow county workers to access workgroups about their clients from other counties. As always, ethical and professional rules follow access to this information.	
US Citizenship screen updates	Pat Jacobson stated that US Citizenship information will move from the Client Eligibility Log folder to the Person screen in Version 5.0. This information is necessary for all children in placement and for Adoption Assistance in the future. Information on this screen applies /can be entered for all clients, not just children in placement.	
Inpatient Hospital screen	Pat Jacobson also presented current optional use of this screen and the required use in Version 5.1 for clients receiving Relocation Services Coordination (RSC) services. However, any clients in a hospital setting could have this information in their client information.	
New 5.0 General Reports	Lisa Litchfield talked about the Version 5.0 General Reports that had been added. One, Potentially Billable Report, was removed. The Reports Handout works well as a desk reference for workers.	
CMHRS—Group minutes	Sue Nelson presented this new information for counties providing group time for mental health services. The Community Mental Health Reporting System (CMHRS) requires the reporting of actual staff time spent with each client for services provided to a group. The handout, Group time and CMRHS Report, provides steps for setting up this new activity as well as examples of how staff time must be entered for correct reporting for CMHRS and SEAGR Page 9 of the handout lists BRASS services included in CMHRS reporting. If you provide group time services for any of these services, you must add the new activity codes to those services using Programs and Services functionality of the SSIS Administration module. These Activity codes for group minutes need to be used on time records for mental health group activities effective 1/1/08 for the SSIS CMHRS Report. This first report selects eligible time records from 1/1/08 through 6/30/08	
Ask Nan	1.) There was confusion at the meeting regarding whether or not phone contact was reimbursable on a CMH contact activity. **Ans:** To be reimbursable for children <18 years old. the activity must be client contact, face to-face only, not phone contact 2.) SSIS loaded the Law Enforcement (LE) vendors on February 7th. Merge your Business Organizations if you get duplicates. The LE are listed in the county they are physically located. 3.) When are Family Assessments and Investigations available or not available for background checks? **Ans:** See MN Statute 626.556 11c (a) & (b)—Family assessments and investigations not resulting in a maltreatment determination or need for protective services are not available for background checks. Investigations resulting in a determination or need for protective services are available for background checks.	

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Ask Nan	4.) How recent must a diagnostic assessment be, in order for a child to receive CMH services, 90 or 180 days? **Ans:** They must have had a diagnostic assessment in the past 180 days. A new diagnostic assessment must be done annually up to the age of 18. For individuals 18-21, there can be an annual “update” if the condition has not changed markedly. 5.) This question came in via email: Do we have to create workgroups when CMH Assessment and Case Management services are done by a contacted vendor? We do create workgroups if the county is providing the services and the child is in placement. **Ans:** There is no SSIS or AFCARS requirement to enter data about a client receiving services from a contracted vendor. Of course, for all children who are in the care and control of the agency placement information must be entered into SSIS.	
Enhancement requests	Dakota County will be sending a request for there to be an estimated discharge date on the Inpatient Hospital screen. Please send enhancement requests to the Help Line, providing all necessary details including the business reason for the request. The Help Line will contact the requester if there are questions. E-mail: ssishelp@state.mn.us.	
Next meetings	Worker Mentor Meeting 5/7/08—Holiday Inn, St. Cloud – in person Fiscal Mentor Meeting 5/8/08—Holiday Inn, St. Cloud – in-person Worker Mentor Meeting 7/29/08—Holiday Inn, St. Cloud – in person Fiscal Mentor Meeting 7/30/08—Holiday Inn, St. Cloud – in person	**See you there!!!**